

# PowerPoint 2007



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## Main Window

- Office Buttons:** Replaces the File menu in previous versions of PowerPoint, provides options to work with the presentation (File, New, Open, Print).
- Quick Access Toolbar:** This constantly used commands in a permanently visible toolbar, fully customizable.
- Titlebar & Type of Presentation:** This bar shows the name of the presentation and its type.
- Close Presentation:** To close the currently displayed presentation, click the icon of the presentation window in the taskbar; a window will be displayed asking whether or not to save the presentation before closing.
- Help:** Provides quick and easy access to the Help system.
- Ribbon:** The new user interface for most Office 2007 products, replacing traditional menus, used to work in the presentation (File, Editing, and).
- Outlines:** Slides included in a presentation are displayed in this window pane by name and content summary; to display a slide, click the slide number; alternatively, a portion of the slide can be viewed instead of the outline by clicking on the Slide tab.
- Outlines/Slide Sorter Bar:** Allows for scrolling through the list of slides in the outline, depending on the selected tab.
- Slide Preview:** Once a slide name or description is selected in the left pane of the window, the contents of the slide are displayed in this pane.
- Status Bar:** This area displays various data indicators of the application and statistics for the presentation; it is customizable.
- Views:** These icons in the Status Bar provide the ability to quickly change the display view; the buttons represent a list on right; Normal (the view shown here), Slide Show (thumbnails of each slide within the presentation) and Slide Show.
- Zoom:** The presentation can be zoomed in or out from 10 to 400% by dragging the arrow or clicking the + or - icons to change 10% per click.
- Fit Slide to Current Window (Zoom to Fit):** Sets the zoom level to display all of the content slide.



- AutoShape:** PowerPoint provides the ability to create geometric shapes that can be placed on a slide; these shapes can be filled with colors, and text can be inserted into the shape.
- WordArt:** PowerPoint provides the ability to create word-based graphics and place these graphics on a slide.
- Clip Art:** PowerPoint includes many graphics, as well as an extensive collection of graphics available from Office Online for inserting clip art into a presentation.
- Minibar:** A toolbar that makes common tasks easily accessible; automatically appears when text is selected or right-clicked; automatically disappears if not used.
- Slide Preview Sorter Bar:** Allows for scrolling through the preview pane.
- Previous Slide:** Moves the current slide to the slide before the current slide.
- Next Slide:** Moves the current slide to the slide after the current slide.
- Slide Motion:** PowerPoint 2007 allows for notes to be added to slides within a presentation; to add notes to a slide, type in this area.

## New Features in PowerPoint 2007

PowerPoint 2007 offers many new features over PowerPoint 2003; some of the new and improved features listed in red are described in greater detail in this guide.

- The most noticeable change is the completely redesigned **Office Ribbon (UI)**, which offers different view systems, most people adapt to the new design very quickly, liking it much better because it is easier to find what you want and offers the ability to preview changes before actually making them.
- Many, useful and powerful options, as well as custom dictionaries can be set and used in any Office program and apply to all other Office programs that support the feature.
- Continuous Spelling flags words that are spelled correctly but used incorrectly in context (NOC: New instead of near).
- Office documents can be digitally signed to prove authenticity and that it hasn't been modified since it was created.

- Document Properties:** is a tool to click for comments, annotations, revisions, hidden text, personal data, etc., before distributing the document.
- Mark as Final:** prevents editing of the presentation when it is finished with a security status as it can easily be removed.
- Smart graphics:** are a simple way to help create professional-looking graphics from text (3D) points that are related to a circle or a rectangle; a pyramid to show how one thing leads to another; including included text can also be converted into SmartArt.
- Office Ribbon, Gallery, Outlines and SmartArt:** can have many visual effects applied to them, such as rotating them in 3-D, adding a glow around them, adding a bevel, or rotating (moving) them.
- Custom slide layouts can be created and saved (based on the predefined templates the slides in previous versions) with any number of placeholders of any type (Text, images, clip art, SmartArt, etc.).

# 2007 Powerpoint Reference Guide

**Edward Roske, Tracy McMullen**



## **2007 Powerpoint Reference Guide:**

**Microsoft PowerPoint 2007 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff, 2007-01-31 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 2007 The following topics are covered Reusing Slides from Other Presentations Adding Placeholders to a Slide Master Adding a Customized Layout Switching from Color to Black White Making Changes to a Template Using a Theme from Another Office Document Inserting Tables WordArt The Selection and Visibility Pane Ungrouping Clip Art Recoloring Pictures Placing an Excel Object on the Slide Editing an Excel Object Hiding Showing Slides Creating a Button to Jump to Another Slide or File During a Slide Show Adding Custom Animations Modifying Previewing the Effect Annotations during a Slide Show Self Running Presentations Setting Timings Recording Narration Creating a Photo Slide Show Saving Different Slide Orders Packaging Presentations on a CD Packaging Multiple Presentations on a CD This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of two titles available for PowerPoint 2007 PowerPoint 2007 Introduction PowerPoint 2007 Advanced **PowerPoint 2007 Quick Reference Guide** , 2007 Altova® MapForce® 2012 User & Reference Manual , Altova® MapForce® 2013 User & Reference Manual , Altova® MapForce® 2010 User & Reference Manual ,

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